

Home & School Association of Peninsula Catholic High School Constitution and Bylaws

Revised August 2019

Article 1 – Name

The name of this association shall be the Home and School Association of Peninsula Catholic High School, of Newport News, State of Virginia, Diocese of Richmond. Hereinafter known as, PCHSA or HSA.

Article 2 – Objective

The objective of this Association shall be to promote and support the educational and spiritual goals of Home and School by developing a community that collaborates and cooperates for the continuing advancement of Peninsula Catholic High School.

Article 3 – Respect for School Policies

The Home and School Association shall respect and consider inviolate, those established school policies and practices as set forth by the proper Diocesan authority and by the school Principal.

Article 4 – Membership

The active membership of the Association shall consist of all parents, host parents and guardians of students attending Peninsula Catholic High School. Annual dues are collected at registration.

Article 5 – The Executive Board

The Executive Board shall have full responsibility for all the Association's business affairs. The term of office for each elected member is 2 years. No elected member shall serve in the same position consecutively or have dual positions during any current term. The Executive Board consists of the following:

- Four elected members - President, Vice President, Secretary & Treasurer
- The school Principal and a School Representative

Amendment A

In the event of any extenuating circumstances that should arise during a current elected member's term, the Principal shall take the situation under advisement.

The Principal may approve a continuation of any currently elected board member to exceed their term, and/or take on a dual role on the Board for a temporary allotted period of time, or until the next Election, whichever comes first. It is the Principal's sole discretion in this decision,

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depending on the circumstances, that will work in the best interest for the Executive Board as a whole moving forward.

Article 6 – Duties of Officers

The officers of this Association shall consist of President, Vice President, Secretary and Treasurer. These officers shall be elected as set forth in Articles 5, 9 and 10. The duties of the elected officers shall be set forth as follows:

President

The President shall preside at the meetings of this Association and of its Executive Board, appoint Grade Level Representatives, Standing Committees, direct the Treasurer to pay appropriate bills and perform such duties as are incumbent to this office. The President is a member “ex officio” of all committees. Duties include:

- Oversees and coordinates all activities and events provided by the HSA
- Sets up calendar of events for the school year
- Reviews and maintains budget set forth by the Treasurer, approved by the Principal
- Chairs monthly HSA meetings and provides agenda
- Approves monthly HSA meeting minutes and sends a copy to the Principal
- Invites and shares progress with the general membership twice yearly via a school assembly or by electronic correspondence (see Article 12)
- Voting member of the HSA & Executive Board
- Maintains records and approves and authorizes disbursements of funds per Principal’s guidelines
- Maintains open communication with the Principal, school administration and teachers
- Maintains bi-monthly meetings with the School Representative and the Principal

Vice President

The Vice President, in the absence or incapacity of the President, shall perform the duties of the President, and shall perform such duties as may be authorized from time to time by the Executive Board. Duties include:

- Assists President with coordination of HSA activities and events
- Participates in HSA activities and events
- Attends monthly HSA meetings
- Attends the general membership meetings and/or carries out an electronic correspondence if the President is unable
- Assists with facilitating communication with various members of the HSA
- Assists with coordinating, volunteering and chairing of activities

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- Presides if President is unable to attend any meetings or unable to perform duties at HSA activities and events
- Maintains the HSA storage cupboards, keeps inventory of HSA and Chromebook items and restocks 3 times a year; the beginning, the middle and at the end of each school year
- Performs other delegated duties as assigned
- Voting member of the HSA and Executive Board

Secretary

The Secretary shall keep the minutes of all Association and Executive Board meetings and discharge duties as are incumbent upon this office. Duties include:

- Attends monthly HSA meetings
- Attends the general membership meetings and/or carries out an electronic correspondence if the President or the Vice President is unable
- Records minutes of monthly HSA meetings
- Provides notices for weekly Knightline posts to facilitate communication between the HSA, school, parents, host parents, guardians and students
- Records and maintains attendance at all meetings
- Types and sends the HSA meeting minutes within 10 days of the meeting to the President
- Upon Principal approval of said monthly HSA meeting minutes, Secretary sends out a copy to all the HSA members
- Maintains calendar of HSA events in ledger
- Sends out reminders for the Executive Board and HSA members
- Participates in HSA activities and maintains records of all chairperson reports
- Records and maintains list of volunteers, hours, donations and inquiries as directed by the President
- Performs other delegated duties as assigned
- Voting member of the HSA and Executive Board

Treasurer

The Treasurer shall keep an accurate account of all monies of the Association, shall make monthly reports to the Executive Board, and submit a proposed annual budget to the President in August before the start of each new school year. The President will then submit this proposed annual budget to the Principal for final approval. The Association's accounts shall be audited by the Catholic Diocese of Richmond as required. Duties include:

- Maintains the HSA Treasury
- Attends HSA monthly meetings
- Participates in HSA activities and events
- Reports expenses, credits, grants and donations at monthly HSA meetings

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- Assists the President and Vice President with budgetary needs
- Fills out request for distribution of funds as approved by the Executive Board set forth by the Principal
- Types the yearly budget for distribution at the HSA meeting held in September of each year.
- Types an updated budget for distribution at the HSA meeting held in February of each year.
- Maintains monthly correspondence with the school's financial advisor
- Performs other delegated duties as assigned
- Voting member of the HSA and Executive Board

Section A

All officers shall perform the duties outlined in these Bylaws and those assigned from time to time. Upon the expiration of the term of office or in case of resignation, each officer shall turn over to the President, without delay, all records, books, and other materials pertaining to the office.

Article 7 – Standing Committees

Upon taking office, the President shall appoint the members and chairpersons to any Standing Committees needed.

Standing Committee members consist of small groups of PCHSA members that aid in communication between the Executive Board, teachers, parents, host parents, guardians and students to help promote the improvement of the PCHSA.

- Only members of this organization in good standing shall be eligible to serve as a committee chairperson.
- The chairperson of each committee, appointed by the President, shall present a plan of work/report and communicate with the President for approval, unless specified otherwise herein.
- No committee work shall be undertaken without the consent of the President and must stay within the Principal's guidelines
- Members who work alongside children directly need to be Virtus certified per the Catholic Diocese of Richmond and PCHS guidelines

Article 8 – Grade Level Representative

The President shall appoint Grade Level Representatives (GLR) to coordinate and work with Team Leaders for grades 8-12 in arranging activities, fundraising and social events sponsored by the Association. The Grade Level Representatives will also help to facilitate and communicate information to the HSA and the parent body.

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Article 9 – Meetings

There shall be a minimum of two (2) general meetings OR two (2) general electronic correspondence, to all members of this Association during the school year, with any and all information that pertains to the HSA events, budget, nominations and voting for the year submitted by the President and approved by the Principal. Regular HSA meetings of the Executive Board shall be held monthly and are open to the Association membership on a day and time selected by the President. Installation of new officers shall take place at the June HSA meeting. Other special meetings of the Association and/or Executive Board may be called by the President.

Article 10 – Nominations & Elections

- A Nominating Committee of three (3) members shall be named at the January HSA meeting. Members of this committee will be appointed by the President, approved by the Executive Board. Nominees must consent to serve if elected.
- The Nominating Committee shall give its report at the February HSA meeting, presenting an appropriate ballot with the names of the nominees for the Executive Board. Additional nominations may be offered from the floor which, if accepted by majority voice vote, will be voted on as write-ins on the previously prepared ballots.
- Elections of new officers will take place at the March HSA meeting.
- Newly elected members will work alongside the current Executive Board members in their perspective position to understand, learn and foster a smooth transition to that position by June's HSA meeting. At that time, they will be announced as the new Executive Board member from that day forth.

Article 11 – Quorum

Each member of the Association has a right to vote which they can exercise at any meeting of the Association. The majority of members present, or in response to any electronic correspondence, shall constitute a quorum at any general meeting. Three members of the Executive Board constitute a quorum at any Executive Board meeting. In case of an emergency, the President will communicate with the Principal, who will carry out a decision directly. The Principal's decision is final.

Article 12 - Electronic Correspondence

Electronic correspondence will be utilized for better communication for the HSA membership. This will be used as a means to share information, send out surveys and voting rights. Electronic correspondence is acceptable in any format to include emails, letters from the Principal, Google documents, and/or a call from the parent notification system, "Parent Alert", to the general membership for information, voting privileges or consensus.

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Article 13 – Rules

This Constitution and Bylaws shall be brought to the attention and read to the Association at the beginning of each school year upon the Principal's approval. The Secretary shall retain a copy in the ledger, readily available, for any references pertaining to this Constitution and Bylaws.

At least 1 Executive Board member for each PCHSA event, with the rotation of Executive members, shall be available to attend, check in and/or maintain support for the parent, host parent or guardian lead of each event.

Article 14 - Dissolution

Any dissolution of this organization and termination of its affairs shall take place at the discretion of the Principal with the approval of the Superintendent.

If dissolution is approved, this PCHSA shall yield up and surrender all its books, records, all of its assets and property to the school or to such agency as may be designated by the Principal and shall cease and desist from further use of any name that implies or connotes association with this organization or status as a constituent organization of the HSA.

Article 15 – Amendments

This Constitution and Bylaws may be amended by the Principal at any time. The Principal will hold a special meeting with the President to discuss said changes. The Executive Board will be notified via the President.

Association members can suggest amendment changes at the January HSA meeting. The Secretary notes the suggestions in the HSA meeting minutes and the Executive Board takes them under advisement at a special meeting the President calls for the Executive Board to vote on. In the event the Executive Board agree on an amendment change, by a majority vote, the President follows up with the Principal for final approval.

Submission of amendments of revised Bylaws for approval by the Principal shall be in accordance with the Bylaws or regulations of these Bylaws.

Article 16 - Approval of Bylaws

The Bylaws of this organization shall be revised by a newly elected HSA President for approval of the Principal upon rotation of the position.

The Bylaws of this organization shall be submitted to the Principal every year for the approval of the Principal.

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The Bylaws shall be submitted to a new Principal and a new HSA President for approval upon rotation of the positions.

These Bylaws in their entirety for the Home and School Association and the Executive Board are regulated and controlled under the authority of the Principal.